



Tower Security Access Card and Parking Deck Rules and Regulations

RSA Tower Building

Tower Parking Garage

1. Access proximity cards are issued for parking deck access (and/or) building access. These access cards are proximity cards which allow you to enter the parking deck by presenting your card within 4 inches of the front of the card reader. Your card is used to enter at the card readers located on the building as though you had a “key” to the building, so care should be taken to protect your card.
2. All cards are assigned individually by name and are the sole responsibility of the authorized user. These cards are not to be loaned to anyone in your office, the building or to outsiders. Failing to comply with this regulation will result in your card being deactivated and your parking access privileges suspended.
3. If you experience problems with your assigned card while trying to access the parking deck, please report this to your office contact person. If your card does not work at one reader, please try another reader because the first reader may be temporarily out of order. Please report any access card reader that is inoperative to your office contact person.
4. If your card is defective or worn through normal use it will be replaced by the Retirement Systems of Alabama. Cards that are **lost or damaged through neglect** will be replaced at a cost of **\$20.00** payable in advance **by the user (check or cash)**. **Returned check fee is \$25.00**. Cards that are reported lost will be deactivated. If you later find your access card, please return it to your office contact person.
5. If your employment with this office is terminated, it is your responsibility to return your access card to your employer before leaving so that it can be returned to the issuing office.
6. Every employee issued an access card must list on the back of this form the make, model, and tag numbers of all vehicles. They will also list the name of the office they are employed with and their phone number(s). Any vehicle additions or deletions to this list should be promptly reported to your office contact person.
7. Excessive oil or fluid leaks from vehicles will not be permitted. Any offending user will be notified and will have 10 working days to remedy the problem. It is your responsibility to show proof of remedy to the building manager or by having the offending vehicle deleted from his or her list of authorized vehicles. Failure to comply with this rule will result in the suspension of the user’s parking privileges. Continued violations will result in a permanent suspension of parking privileges.
8. Park your vehicle all the way forward into your parking place. Backing your vehicle into the parking space can cause damage to cables and conduits. **Violators will receive 1) Written warning, 2) Booting of the car with removal cost of \$50.00, and 3) Vehicle will be towed at owner’s expense, and permanent suspension of parking privileges.**

Signature of Employee

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PARKING ONLY _____

Building and Parking Access _____

9. The basement level attached parking (under the Tower Building) is for assigned parking and bank customer parking only. Any unauthorized person who parks on this level will have his or her vehicle immobilized. A \$50.00 fee must be paid prior to release of your vehicle.
10. Parking access cards are for only one vehicle in the deck. All vehicles left or abandoned for an extended period of time will be towed.

Parking Deck

The RSA will make every reasonable effort to provide a safe parking deck. Parking in this facility, however, is at the risk of the individual using the facility. RSA will not be responsible for the damage of any property or injury to any person using the facility.

Tower Card and Parking Deck Certification

I hereby certify that I have read the foregoing regulations and for the privilege of being allowed to use the RSA Tower Parking Facilities and/or have after hours/weekend access to the facility, I hereby agree to adhere and comply with the terms hereof. **EACH EMPLOYEE MUST COMPLETE THE ENTIRE FORM.**

_____ Name	_____ Date
_____ Signature of Employee	_____ Bureau/Office/Division/Unit Alabama Department of Public Health
Permanent_____ Contract_____ Temporary_____	Office: _____ / Mobile: _____
_____ Phone Number	

Access Card Number _____ (Back of ID Badge)	Hex Number _____ System Number
<input type="checkbox"/> Handicap License Plate # _____ Check box if needed Enter Tag Number	<input type="checkbox"/> Handicap Placard # _____ Check box if needed Enter Placard Number
Enter Expiration Date of License Plate or Placard: _____	

**** Include Copy of Handicap Registration Form ****

It is a violation of state law to use the placard or plates for a disabled parking spot without the person with the disability in the vehicle. People who misuse disabled parking placards are guilty of a Class B misdemeanor and under Alabama state law shall be fined a minimum of fifty dollars (\$50) for the first offense and can be subject to fines of up to \$1,250.

Authorized Vehicles

Make / Model	Tag Number
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____